

**CEMETERY BOARD  
MEETING MINUTES  
February 24, 2016**

**PRESENT:** Francis Groh, Patricia Grathen (*via GoToMeeting,*) John Reinemann, Clyde Rupnow

**EXCUSED:** Kathleen Cantu, Bernard Schroedl

**STAFF:** Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant and other Department Staff.

**CALL TO ORDER**

Clyde Rupnow, called the meeting to order at 9:30 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- *Added item I: Credentialing Matter*

**MOTION:** John Reinemann moved, seconded by Francis Groh, to approve the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 12, 2016**

**MOTION:** Francis Groh moved, seconded by John Reinemann, to approve the minutes of November 12, 2015 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**ELECTION OF OFFICERS**

**BOARD CHAIR**

**NOMINATION:** Francis Groh nominated Clyde Rupnow for the Office of Board Chair.

Brittany Lewin called for nominations three (3) times.

Clyde Rupnow was elected as Chair by unanimous consent.

**VICE CHAIR**

**NOMINATION:** Clyde Rupnow nominated Francis Groh for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Francis Groh was elected as Vice Chair by unanimous consent.

**SECRETARY**

**NOMINATION:** Francis Groh nominated Patricia Grathen for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Patricia Grathen was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
<b>Board Chair</b>	Clyde Rupnow
<b>Vice Chair</b>	Francis Groh
<b>Secretary</b>	Patricia Grathen

#### **LIAISON APPOINTMENTS**

2016 LIAISON APPOINTMENTS	
<b>Screening Panel</b>	Patricia Grathen, Francis Groh Alternate – Clyde Rupnow
<b>Credentialing Liaisons</b>	Bernard Schroedl Alternate - Clyde Rupnow
<b>Trustee Approval Liaison</b>	John Reinemann
<b>Monitoring Liaison</b>	Bernard Schroedl
<b>Legislative Liaison</b>	Clyde Rupnow
<b>Annual Report Liaison</b>	Clyde Rupnow

**MOTION:** John Reinemann moved, seconded by Francis Groh, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

#### **DELEGATION MOTIONS**

##### ***Delegated Authority for Urgent Matters***

**MOTION:** Francis Groh moved, seconded by John Reinemann, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

##### ***Document Signature Delegation***

**MOTION:** John Reinemann moved, seconded by Francis Groh, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

#### ***Credentialing Authority Delegations***

**MOTION:** Francis Groh moved, seconded by John Reinemann, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

#### ***Monitoring Delegation***

**MOTION:** John Reinemann moved, seconded by Francis Groh, to affirm the Chair's appointment of Bernard Schroedl as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

#### ***Conveyance Delegation***

**MOTION:** John Reinemann moved, seconded by Francis Groh, to delegate authority to Clyde Rupnow to review any requests submitted to the Cemetery Board under Wis. Stats. 157.08(2)(b), request additional information as necessary, and make the final decision to approve or object. Motion carried unanimously.

#### ***Legislative Liaison Delegation***

**MOTION:** John Reinemann moved, seconded by Patricia Grathen, to delegate authority to Clyde Rupnow, as legislative liaison and authorize him to speak to members of the legislature on behalf of the Board. Motion carried unanimously.

#### ***Annual Report Liaison***

**MOTION:** Patricia Grathen moved, seconded by Francis Groh, to delegate Clyde Rupnow as the Annual Report Liaison and work with DSPS staff to review annual reports. Motion carried unanimously.

### **CONVENE TO CLOSED SESSION**

**MOTION:** John Reinemann moved seconded by Patricia Grathen, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b),

Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Clyde Rupnow read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Francis Groh-yes; Patricia Grathen-yes; John Reinemann-yes; Clyde Rupnow-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:04 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** John Reinemann moved, seconded by Francis Groh, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 10:59 a.m.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Francis Groh moved, seconded by John Reinemann, to affirm all motions made in closed session. Motion carried unanimously.

### **CONVEYANCE REQUEST**

**MOTION:** John Reinemann moved, seconded by Francis Groh, to approve the conveyance request by Highland Memorial Park submitted on February 11, 2016. Motion carried unanimously.

### **CASE CLOSINGS**

#### **15 RLC 002**

**MOTION:** Francis Groh moved, seconded by John Reinemann, to close DLSC case number **15 RLC 002 (V.T. & V.M.G.I.) for Prosecutorial Discretion (P2)**. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Francis Groh moved, seconded by John Reinemann, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:02 a.m.